MANUAL PAY SECURITY

ACCESS: A = ADD NEW

I = INQUIRE U = UPDATE D = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

Access modes are as follows:

- A = add new: this is used to add an update to the system.
- I = inquire: this is used to view an update already keyed into the system but not yet processed.
- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the "enter" key to proceed to the manual pay menu.

01/15/2005	MANUAL PAY OPTIONS	09:50:43
OPTION:	EMPLOYEE NO:	

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

From this screen, the user will choose the appropriate option to make the update.

Only one update per type can be keyed at one time for one employee. In other words only one "1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL" can be keyed at a time per employee. The user must wait until that update is processed before keying another "1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONE LOCAL."

OPTION 1 - UPDATE I COMPANY: 12345 CHECK NUMBER: PP BEGINING DATE: SHIFT REGULAR H	EMPLOYEE	NO: 0123456789 CHECK DAT PP END DATE	NAME: (C TE: :	OPT)		27
		<u></u>	<u> </u>		_	
FIT WITHHELD SIT WITHHELD LIT WITHHELD NET PAY		SOC SEC WITH MEDICARE WIT OSS PAY				
DED NO DED AMOU	NT DED NO D	ED AMOUNT D	DED NO DED A	AMOUNT	DED NO DEI	O AMOUNT
SP PAY NO SHIFT	SP PAY HRS	SP PAY AMT	SP PAY NO	SHIFT S	SP PAY HRS	SP PAY
			<u> </u>		-	<u> </u>
053 RECORD READY PF1/13 = MENU PF2		PF3/15 = EXIT E	ENTER = VALI	DATE 1	MODE: A	

Make certain you record the hours and pay correctly—do **not** put 9XX hours and pay under regular hours and pay. Enter 9XX time correctly at the bottom of the screen so that the system will update correctly.

The payperiod beginning and end dates must match valid beginning and end dates. For example, 010104 and 011504 are valid beginning and end dates. 010704 and 011504 are not; 010704 is not a payperiod beginning date. Even if the period being paid represents only a certain number of days in a payperiod, use the beginning and end date for the entire payperiod. If the payment spans multiple payperiods, choose 1 to use; do **not** span multiple payperiods with the dates on this transaction.

If the gross minus deductions and taxes does not equal the net, the transaction will not be accepted and you will get an error message. If the special and regular pay do not equal the gross, the transaction will not be accepted and you will get an error message.

This update is for use with an employee with one local tax. If the employee has more than one local tax entity, please use option 2 of manual pay transactions.

OPTION 2: UPDATE A MANUALLY ISSUED CHECK WITH TWO LOCALS 01/15/2005 09:51:51 COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT). CHECK NUMBER: CHECK DATE: PP BEGINING DATE: PP END DATE: SHIFT REGULAR HRS OVERTIME HRS REG SAL/AMT OT IND OVERTIME AMOUNT	
STATE: LOCAL: FIT W/H: SS W/H: SIT W/H: MEDICARE W/H: LIT W/H: NET PAY: GROSS PAY: STATE: LOCAL: LOCAL: LIT W/H: LOCAL:	
DED NO DED AMOUNT DED NO DED NO DED AMOUNT DED NO DED N	Γ
SP PAY NO SHIFT SP PAY HRS SP PAY AMT SP PAY NO SHIFT SP PAY HRS SP PAY AMT	
053 RECORD READY FOR UPDATE PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE MODE: A	

See notes for option 1.

If you are trying to update to more than two locals you will need to contact the Payroll Branch for assistance. In this case, the adjustment would need to be done on paper forms.

01	/1	5	12	ሰብ	5
171	/ [Ľ	l N	

09:52:16

*******	07.02.10
OPTION 3 - REVE	RSE A CHECK FROM THIS QUARTER AND REDEPOSIT
COMPANY NO: 12345	EMPLOYEE NO: 0123456789 NAME: (OPT)
CHECK NUMBER:	
CHECK DATE:	
PERIOD ENDING DATE	:
YQ INDICATOR	-

053 RECORD READY FOR UPDATE
PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

Notes about option 3:

Should only use **Q** as the indicator.

This can only be used to reverse a check from the same quarter. If the check you are trying to reverse is from a different quarter, the backout record will not be found and the action will reject.

The quarters end March 30th (3/15 pay period), June 30th (6/15 pay period), September 30th (9/15 pay period), and December 30th (12/15 pay period).

It is imperative that the check number and date match the record. Take the check number and date from the Report 10 in PERPAY2R or S in Document Direct or from the QEHSS; do **not** take them from the check or stub (these reflect the eMARS number and printing date). If the check number and date do not match what is in our system, the action will reject. Remember that all EFT numbers must start with the 9.

COMPANY: CHECK NUM PP BEGINING	12345	EMPLOYEE	NO: 01234567 CHECK PP END I	89 NAMI CDATE: DATE:	E: (OPT)		15/2005 09:52:: IME AMOUNT	53
STATE: FIT W/H:	LOC		SIT W/H	T.	MEDICA	DE W/H·		
LIT W/H:		ET PAY:	GROS	ι. ς ραγ·	MEDICA	.KE W/11.		
-			LIT W/H:	, , , , , , , , , , , , , , , , , , ,	·			
		AL:	LIT W/H:					
	LOC		LIT W/H:					
	LOC		LIT W/H:					
DED NO DEI	D AMOU!	NT DED NO 	DED AMOU	NT DED 	NO DED A	AMOUNT — — — — —	DED NO DEI	O AMOUNT
SP PAY NO AMT	SHIFT	SP PAY HI	RS SP PAY A	AMT SF	PAY NO	SHIFT	SP PAY HRS	SP PAY
053 RECORD PF1/13=MEN	- READY NU PF2/1	FOR UPDA 4=HELP P	те F3/15=EXIT I	 ENTER=V	- - VALIDATE		MODE: A	_

This is the "long way" to reverse a check. It is used when the check is from a prior quarter or in some other situations in which you cannot reverse a check against the record using option 3. As with options 1 and 2 (updating for a manually issued check, SAS-27) it is important to record the information accurately. You will need to pull Report 10 from PERPAY2R or S on the check you are reversing because it shows what actually came out of the check and you always use the amounts from this report. Report special pay hours and pay under special pay, not under regular hours and pay. The guidelines for this screen are similar to those for option 1.

01/15/2005		09:53:38			
OPTION 5 - LOCAL	ΓAX REFUND				
COMPANY: 12345	EMPLOYEE NO	: 0123456789	NAME: (OPT))	
CHECK NUMBER: PP BEGIN DATE:			X DATE:	<u> </u>	
QTR (Q) OR YTD (Y)	IND:				
STATE: LOC	CAL: _				
LOCAL TAX WITHH (AMOUNT (ELD: OF REFUND)	NET PAY: (AMOUNT)	
LOCAL TAXABLE Y' (ZERO F	TD: ILL WHEN TAXA	BLE NOT AFF	FECTED)		
053 RECORD READY FO PF1/13=MENU PF2/14=		EXIT ENTER:	=VALIDATE	MODE:	A

Notes:

If you need to update more than one local code then you will need to contact the Payroll Branch for assistance. In this case, paper forms may need to be filled out.

Examples:

Of when taxable would NOT be affected: if you set the EE up for 18-13 and it should have been 18-99. You would do a request for refund on the amount that was deducted under 18-13 and apply the appropriate amount to 18-99. The taxable is still the same so you would just zero fill the Local Taxable YTD.

Of when the taxable WOULD be affected: if you set the EE up for 18-13 but should have been 18-00. You would do a request for refund to get the amount that was deducted under 18-13 to give back to the EE. You would figure the taxable amount that was affected and would put that amount in the Local Taxable YTD.

01/15/2005	09:54:08	
OPTION 6 - FIT OR SIT TAX	REFUND	
COMPANY: 12345 EMPLO	YEE NO: 0123456789 NAME: (OPT)	_
CHECK NUMBER: PP BEGIN DATE:	CHECK DATE: PP END DATE:	
FIT WITHHELD: (AMOUNT OF REF	NET PAY: (AMOUNT OF REFUND)	

053 RECORD READY FOR UPDATE
PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

(AMOUNT OF REFUND)

MODE: A

Normally we do not request a refund on federal and state taxes because it is usually taken care of when the employee files their taxes.

This does not affect/reduce the taxables. Even if an employee chooses to be exempt their wages will be reported on the W-2.

Examples:

SIT WITHHELD:

Of when you might request a refund on federal tax amount withheld: if you received a W-4 from an employee but not enter the change on the C screen before payroll ran and caused more tax to be withheld then would have been if change had been entered before payroll ran. The payroll officer contacted the employee and told them employee the change didn't get entered in time and the employee insisted you refund the difference.

Employee completed a W-4 or K-4 form to be exempt but payroll officer didn't set up correctly and caused tax to be withheld: Payroll officer made the employee aware of this mistake and did a request for refund to get the money back.

01/15/2005 08:27:01 OPTION 7 - RETIREMENT, PREM CONVERSION, FSA OR DEFERRED COMP REFUND
COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT)
MASTER FILE ACCUMULATIONS:
DED NO: _ DED AMT: EMPLOYEE SHARE DED NO: _ DED AMT: STATE SHARE
NOTE: DEDUCTION 45 (457/401K) AND DEDUCTION 46, 47 AND 48 (403B) MUST BE CODED AS A "C".
ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE: A. SOCIAL SECURITY AND MEDICARE B. MEDICARE ONLY C. NO SOCIAL SECURITY OR MEDICARE
TAX FILE ACCUMULATIONS:
STATE CODE: LOCAL CODE:
3 RECORD READY FOR UPDATE 1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE MODE: A

This screen is used to update for refunds made to employees of pretax deductions including retirement contributions, pretax retirement installment purchase agreement payments, medical or daycare flexible spending account contributions, and deferred compensation.

At the "ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE" field, the majority of state employees will be "A. SOCIAL SECURITY AND MEDICARE." Employees in teachers retirement are primarily "B. MEDICARE ONLY," with a few being "C. NO SOCIAL SECURITY OR MEDICARE;" check the employee's FICA status. When updating for a deferred compensation refund for an employee, choose "C. NO SOCIAL SECURITY OR MEDICARE," as Social Security and Medicare were already paid on the deduction and do not need to be updated (deferred compensation is not subject to FIT or sit, but is subject to Social Security and Medicare).

When this update is done (except for deferred compensation), the YTD SS/MED/FICA taxes and taxables will be out of balance because the taxables will increase but the taxes paid do not increase as a result of doing this update. If the employee is still active or has just terminated and will receive further pay, the system will self-adjust for the FICA due. However, if the employee is inactive and will receive no more pay, you will have to do a SAS-27 to pay employer and employee shares of FICA and then update / "plus in" the YTD SS, MED, and total FICA paid via POT (screen B MASTER FILE ACCUMULATIONS 1 and screen D TAX FILE ACCUMULATIONS 1). You should then contact the employee to recover the employee's share of FICA and redeposit that amount to your agency's account.

OPTION 8 - WORKERS COMPENSATION AD	JUSTMENTS	01/15/2005 09:55:17
COMPANY: 12345 EMPLOYEE NO: 01	23456789 NA	ME: (OPT)
ENTER CODE INDICATING EMPLOYEES (
(A) SOC SEC / MEDICARE (B) MEDICARE		SEC OD MEDICADE
(A) SOC SEC / MEDICARE (B) MEDICARE		
> 1 American 1 American 1 American 1	QTR (Q) OR	YTD (Y) _
MASTER FILE ACCUMULATIONS:		
RETIREMENT: DED NO: DEDUCTION DED NO: DEDUCTION	AMT: EM	PLOYEE SHARE
DED NO: DEDUCTION	AMT: STA	TE SHARE
WORKERS COMP ADJUSTMENT:	THIS IS CDOS	S AMOUNT EDOM
WORKERS COMIT ADJUSTINENT.		
	REQUEST FO	
FIT WH: SOC SEC WH: TOT FICA WH:	SIT WH:	And the second s
LIT WH: TOT FICA WH:	MEDICAR	E WH:
		AMT USED TO
TAX FILE ACCUMULATIONS:	** WHOLE % **	CALCULATELIT
STATE:LOCAL: LIT WH:	PCT.	I IT TYPI ·
DIATE LOCAL LIT WII	FC1	LII TABL.

STATE:LOCAL: LIT WH:	PCT:	LIT TXBL:
*** IF MORE THAN TWO LOCALS ARE N	IECESSARY PLEAS	E DO PAPER TRANSACTIONS ***
DO SICK LEAVE BALANCE CHANG	GE ON POPY SCREI	EN B
053 RECORD READY FOR UPDATE		· -
PF1/13=MENU PF2/14=HELP PF3/15=EX	T ENTED - VALIE	MATE MODE, A
TENTO TELEFORMICAL	I ENIEK-VALIL	MODE: A

The figures for this adjustment will come from the Request for Refund on Payroll prepared when an employee "buys back" time used while on worker's compensation leave. Make certain you return the employee's leave on the B screen. This transaction reduces the employee's taxables and retirement contributions. Please see page 2.4 of the manual for information on determining leave time buyback. Please refer to page 7.34 of the manual for a Worker's Comp Example.

Manual Pay (Revised 01-25-06) **UPPS 13-B** Blank or 0--Overtime One 9--Overtime Two OVERTIME INDICATOR THE SUM OF "A" MUST EQUAL "C" "C" MINUS THE SUM OF ALL "B" MUST EQUAL "D" 4 Blank or (+).-Positive Update (-).-Negative Update ADJUSTMENT INDICATOR AMOUNT €€< This form contains transactions 503 Check Reconciliation 400 Update Standard Pay & Hours 500 Update Taxes 550 Update Deductions 600 Update Special Pays DED. NO. 69 70 (ຕ) GROSS PAY B AMOUNT Blank or 1-First Shift 2-Second Shift 3-Third Shift SHIFT DED. 1 NO. 62 63 이 (\sim) AMOUNT **NET PAY** 48 Change Indicator PERIOD ENDING DATE DED. B NO. 55 56 57 57 63 回 YQ INDICATOR Y-Year to Date Only 54 B AMOUNT LOCAL TAX WITHHELD + OR YQ 79 80 ⊕ ⊚▶ DED. B NO. 48 49 50 EMPLOYEE NAME (For Reference) 51 52 PERIOD BEGIN DATE OVERTIME AMOUNT B MEDICARE WITHHELD DED. B AMOUNT NO. 40 41 42 43 58 59 60 47 A REGULAR SALARY AMOUNT OT A 46 ⊕, B SOCIAL SECURITY B S.I.T. WITHHELD WITHHELD CHECK DATE DED. B AMOUNT NO. 34 35 36 4 1700 × SPECIAL PAY AMOUNT 51 | 52 33 **EMPLOYEE NO** OVERTIME HOURS AMOUNT CHECK NUMBER <u>@</u> TRANS STATE LOCAL B F.I.T. WITHHELD NO. CODE CODE 27 27 122 23 27 47 48 NO. SPECIAL PAY HOURS REGULAR HOURS IRANS DED. B AMOUNT NO. COMPANY NO 17 19 20 21 22 TR SPL PAY SH CD NO 17 18 19 29 **⊘** NO. NO. 7 TRANS TRANS 503 400 400 500 500 200 550 550 9 9 9 ဖ

EXAMPLE

How to update a manually Issued check for employee With only one local

In this example, the employee is time card required and the timesheet was not submitted until after both the regular and supplemental payrolls had run. This resulted in the employee not receiving a paycheck so a SAS-27 had to be processed.

There are multiple reasons why an employee would have to be paid by SAS-27.

Form SAS-27 10/17/2007

Commonwealth of Kentucky Finance & Administration Cabinet

PA	
Date	

		Payroll \	oucher/		Date Org.	
Agency Name					Code	
Org. Name					ompany Number	
From	То		Returning Re	tiree R	eference Number	
					P-1 Employee	• 🔲
Template	Unit	Location	Activ	rity	Non P-1 in UF	PPS
			Rate		Non P-1 Othe	,
Total Disbursement Amt			Hrs. Paid		Employment Da	— J
Last Name	& Initials		Social So	curity Numbe		loyee ID
Category	Amount	State Pay	Oociai 3e	curity Numbe	Total	
Gross	\$121.72	\$121.72		,	Gross	\$139.26
Social Security @ 6.2%	\$0.00		Soc. Sec. Taxable=		Soc. Sec.	\$0.00
Medicare @ 1.45%	\$1.59	\$1.59	Medicare Taxable=	\$109.72	Medicare	\$3.18
Federal Tax	\$0.00			14.00	Federal	\$0.00
State Tax	\$0.76			*******	State	\$0.76
Local Tax	\$2.13		Local Txbl. Name=	18-13 1.75%		\$2.13
Local Tax			Local Txbl. Name=		EE Retirement	\$12.00
Retirement	\$12.00	\$15.95	Name/Wages Subject=	121.72 KERS	S Savings Bonds	
Retirement Payments		*			EE Health Ins.	
Health Insurance		*			Misc. total	
Short Fall		*			Total Net*	\$121.19
State Paid Life Ins.		*				
Misc.					MEMO EE's hours	not entered in
Misc.			-		PTLE	
Misc.						
Misc.						
Visc.				·		
Misc.						
Net Pay	\$105.24	\$139.26			- Kemtu	
certify that all persons listed inpay he pay period except as indicated i Commonwealth of Kentucky. I here Cabinet files.	roll files with ther Person the proper columns o	onnel Cabinet were	nd the amount s	set forth are leg	gitimate claims against the	
Employee Preparing	յ Payroll	Date –	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	Authorized Agency Signa	ature
certify thet the persons named on Rules, Regulations and Orders ther		en appointed in ac	cordance with th	ne provisions o	of KRS 18.110 to 18.360 and	the
Originals must be signed in RED			Secretary F	Personnel Cab	inet D	ate

re: SAS27 Manual Payroll Voucher

SAS27b CERTIFICATION FORM

ne:			Emp ID#					
Pay Period	Semi-Monthly Salary	-Monthly Salary Gross Amount Due Explanation						
· · · · · · · · · · · · · · · · · · ·								
		\$ 121.72	EE's hours not entered in PTLE					

		V-1						
		···						
ıal Pay Transact		I certify that th	ne person listed on this SAS27 has not previously					
ttached	Kentuk UNBRIDLED S	received this p	pay through UPPS.					
ntered on CICS on:	Date							
	Date	 	Signature					

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE U = UPDATE

D = DELETE

COMPANY: CC DDD

ORG CODES: DD BB SS UU (OPTIONAL)

12 345

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

Access modes are as follows:

- A = add new: this is used to add an update to the system.
- I = inquire: this is used to view an update already keyed into the system but not yet processed.
- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the "enter" key to proceed to the manual pay menu.

MANUAL PAY OPTIONS 12:56:59

OPTION: 1

EMPLOYEE NO: 0123456789__

- UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED 3
- REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED 4
- UPDATE FOR A LOCAL TAX REFUND 5
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND ANNUITY REFUND
- WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

OPTION 1 - UPDATE EMPLOYEE WITH MANUAL CHECK (ONE LOCAL) 06/14/2010 12:57:31
COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT)Smith, John
CHECK NUMBER:999999999 CHECK DATE: 021810
PP BEGINING DATE: 011610_ PP END DATE: 013110_
SHIFT REGULAR HRS OVERTIME HRS REG SAL/AMT OT IND OVERTIME AMOUNT
DED NO DED AMOUNT DED NO DED NO DED AMOUNT DED NO DED NO DED NO DED AMOUNT DED NO DE
SP PAY NO SHIFT SP PAY HRS SP PAY AMT SP PAY NO SHIFT SP PAY HRS SP PAY AMT — — — — — — — — — — — — — — — — — — —
053 RECORD READY FOR UPDATE PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = VALIDATE MODE: A

Make certain you record the hours and pay correctly—do **not** put 9XX hours and pay under regular hours and pay. Enter 9XX time correctly at the bottom of the screen so that the system will update correctly.

The payperiod beginning and end dates must match valid beginning and end dates. For example, 010104 and 011504 are valid beginning and end dates. 010704 and 011504 are not; 010704 is not a payperiod beginning date. Even if the period being paid represents only a certain number of days in a payperiod, use the beginning and end date for the entire payperiod. If the payment spans multiple payperiods, choose 1 to use; do **not** span multiple payperiods with the dates on this transaction.

If the gross minus deductions and taxes does not equal the net, the transaction will not be accepted and you will get an error message. If the special and regular pay do not equal the gross, the transaction will not be accepted and you will get an error message.

This update is for use with an employee with one local tax. If the employee has more than one local tax entity, please use option 2 of manual pay transactions.

QUARTERLY EMPLOYEE HISTORY FILE

REPORT P128 TIME: 15.35.32

REPORT DATE- 05/20/10 PEUPPYP2 (CONTROL TOTALS BY COMPANY/SSN)

PAGE NUMBER- 12608

CHECK NO.	 	911171394	911202938			911266358	911298013	911329730	911361547	911393488	911425376	911457284		
NET PAY		1038.15	1044.78	920.36	105.249	1044.79	1033.53	1044.79	1033.54	1044.78	1033.54	1044.79	10418.29	
OTHER DED	CAFE PLAN	186.00	13.75						$\frac{13.75}{186.00}$	13.75 174.75	$\frac{13.75}{186.00}$	13.75 174.75 13.75	1803.75	137.50
DEF COMP	FLEX-SPEND	0.00	0.00	0.00	8 0	6 .00	00.0	00.0	0.00	0.00	0.00 0.00	0.00 0.00 0.00	0.00	0.00
EMP RETIR DEF COMP		160.08	160.08	148.09	12.00	160.08	160.08	160.08	160.08	160.08	160.08	160.08	1600.81	i
MEDICARE	OI TXBL	21.03	1450.57 21.04	1450.57	1540.84	21.03	21.04	1450.57	21.03	1450.57 21.04	21.03	$1450.57 \\ 21.03 \\ 1450.57$	210.33	1505.69
LOCAL TX S.S. TAX	S.S. TXBL MEDI TXBL	0.00	0.00	000	800	3 3 5	0.00	000	0.00	000	0.00	0.00.0	00.0	0.00 14505.69
LOCAL TX	8.8	28.43	28.43	26.30	2.13	28.43	28.43	28.43	28.43	28.43	28.43	28.43	284.30	! ! !
STATE TX		70.33	70.29	63.92	0.76	70.29	70.29	70.29	70.29	70.29	70.29	70.29	697.33	
END DATE GROSS PAY FED. TAX	FED.TXBL	120.38	1450.57	108.57	0.00	125.03	125.03	125.03	125.03	125.03	125.03	1450.57 125.03 1450.57	1229.19	14395.97
GROSS PAY	щ	123-45-6789 JOHN SMITH 1/15/10 12/31/09 1624.40	1624.40	1502.68	121.72	1624.40	1624.40	1624.40	1624.40	1624.40	1624.40	1624.40	16244.00 1229.1	· 🗝
END DATE		789 12/31/09	1/15/10	1/31/10	1/31/10	2/15/10	2/28/10	3/15/10	3/31/10	4/15/10	4/30/10	5/15/10		
C DATE		123-45-6 1/15/10	1/29/10	2/12/10 1/31/10	DJ (2/18/10	2/26/10	3/15/10	3/30/10	4/15/10	4/30/10	5/14/10	5/28/10 5/15/10 1624.40 125.03 1450.57		
					₹									

EXAMPLE

How to update a manually Issued check for employee With more than one local

In this example, the employee did not receive a full pay check due to error when entering time. The payroll officer was not aware of the error until after both the regular and supplemental payrolls had run. A SAS-27 was processed for the difference the employee was due.

This option differs from Option 1 because the employee is set up for two local tax codes.

Form SAS-27 10/17/2007

Commonwealth of Kentucky Finance & Administration Cabinet

PA	

L	ate Pay \$150.00		tiree	Gross Soc. Sec. Medicare Federal State	royee n UPPS Other
St. 00 84 07 00 00 35	ate Pay \$150.00	Activ Rate Hrs. Paid Social Sec. Taxable= Medicare Taxable= Local Txbl. Name=	ity curity Num \$142.50 \$142.50	Code Company Number Reference Number P-1 Employment Non P-1 in Non P-1 in Employment Semployment Description: Best Total Company Number Total Co	r
St. 00 84 07 00 00 35	ate Pay \$150.00	Activ Rate Hrs. Paid Social Sec. Taxable= Medicare Taxable= Local Txbl. Name=	ity curity Num \$142.50 \$142.50	Reference Number P-1 Employment Non P-1 in Non P-1 C Employment Gross Soc. Sec. Medicare Federal State	r
St. 00 84 07 00 00 35	ate Pay \$150.00	Activ Rate Hrs. Paid Social Sec. Taxable= Medicare Taxable= Local Txbl. Name=	\$142.50 \$142.50 \$163.1% \$ \$150.00	P-1 Employment Non P-1 in Non P-1 in Employment State P-1 Employment Non P-1 in Non	oyee
St. 00 84 07 00 00 35	ate Pay \$150.00	Rate Hrs. Paid Social Sec. Taxable= Medicare Taxable= Local Txbl. Name=	\$142.50 \$142.50 \$163.1% \$ \$150.00	Non P-1 in	Employee ID Totals \$178.33 \$17.66 \$4.14 \$2.00 \$6.00
St. 00 84 07 00 00 35	ate Pay \$150.00	Rate Hrs. Paid Social Sec. Taxable= Medicare Taxable= Local Txbl. Name=	\$142.50 \$142.50 \$163.1% \$ \$150.00	Non P-1 C Employment To Gross Soc. Sec. Medicare Federal State	Employee ID Totals \$178.33 \$17.66 \$4.14 \$2.00 \$6.00
00 84 07 00 00 35	\$150.00 \$8.84	Soc. Sec. Taxable= Medicare Taxable= Local Txbl. Name=	\$142.50 \$142.50 05/63 1% \$ \$150.00	Employment Inber Gross Soc. Sec. Medicare Federal State 90	Employee ID Totals \$178.33 \$17.66 \$4.14 \$2.00 \$6.00
00 84 07 00 00 35	\$150.00 \$8.84	Soc. Sec. Taxable= Medicare Taxable= Local Txbl. Name=	\$142.50 \$142.50 05/63 1% \$ \$150.00	Employment Inber Gross Soc. Sec. Medicare Federal State 90	Employee ID Totals \$178.33 \$17.66 \$4.14 \$2.00 \$6.00
00 84 07 00 00 35	\$150.00 \$8.84	Soc. Sec. Taxable= Medicare Taxable= Local Txbl. Name=	\$142.50 \$142.50 05/63 1% \$ \$150.00	Gross Soc. Sec. Medicare Federal State	\$178.33 \$17.66 \$4.14 \$2.00 \$6.00
00 84 07 00 00 35	\$150.00 \$8.84	Soc. Sec. Taxable= Medicare Taxable= Local Txbl. Name=	\$142.50 \$142.50 05/63 1% \$ \$150.00	Gross Soc. Sec. Medicare Federal State	\$178.33 \$17.66 \$4.14 \$2.00 \$6.00
00 84 07 00 00 35	\$150.00 \$8.84	Soc. Sec. Taxable= Medicare Taxable= Local Txbl. Name=	\$142.50 05/63 1% 9 \$150.00	Gross Soc. Sec. Medicare Federal State	\$178.33 \$17.66 \$4.14 \$2.00 \$6.00
84 07 00 00 00 35	\$8.84	Soc. Sec. Taxable= Medicare Taxable= Local Txbl. Name=	\$142.50 05/63 1% 9 \$150.00	Soc. Sec. Medicare Federal State	\$17.66 \$4.14 \$2.00 \$6.00
00 00 35	\$2.07	Taxable= Local Txbl. Name=	05/63 1% § \$150.00	Federal State	\$2.00 \$6.00
00 00 35	42.0 0	Local Txbl. Name=	05/63 1% § \$150.00	Federal State	\$2.00 \$6.00
35		Name=	\$150.00	State 90	\$6.00
		Name=	\$150.00		\$1.73
				20001	Ψ1.7
		Name=	10 \$150.00	I — —	\$7.50
50	\$17 4 2	Name/Wages Subject=	KERS \$150.00	Savings Bonds	
	*	Cusjoot	14100.00	EE Health Ins.	
	*			Misc. total	
	*			Total Net*	\$139.28
	*				
				MEMO E	E Paid in Error
				— "	
86	\$178.33			- Keni	<i>UOW</i>
r Personnel umns on thi	is document a	and the amount s	set forth are	legitimate claims against	the
	Date	·		Authorized Agency	Signature
ı	umns on th	r Personnel Cabinet wer umns on this document of ayment those persons ic Date	r Personnel Cabinet were legally appoint umns on this document and the amount s ayment those persons identified by the p	r Personnel Cabinet were legally appointed and presumns on this document and the amount set forth are ayment those persons identified by the payroll numb	r Personnel Cabinet were legally appointed and present on every working day umns on this document and the amount set forth are legitimate claims against ayment those persons identified by the payroll number as indicated in the Pers

re: SAS27 Manual Payroll Voucher

SAS27b CERTIFICATION FORM

ime:Emp ID#									
Pay Period	Semi-Monthly Salary	Gross Amount Due	Explanation						
		φ 150.00	ee paid in error						
······································	-								
			· · · · · · · · · · · · · · · · · · ·						
ual Pay Transact	ion <i>Kentu</i>	I certify that the received this p	e person listed on this SAS27 has not previously ay through UPPS.						
intered on CICS on:	Date								
	- 210		Signature						

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE U = UPDATE D = DELETE

COMPANY: CC DDD

ORG CODES: DD BB SS UU (OPTIONAL)

12 345

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

Access modes are as follows:

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- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the "enter" key to proceed to the manual pay menu.

MANUAL PAY OPTIONS

12:56:59

OPTION: 2

EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

OPTION 2:	: UPDATE A MAN	NUALLY ISSU	JED CHECK V	WITH TWO LO	OCALS 06/14/2	010 12:58:03	
COMPAN	Y: 12345 EMPL	OYEE NO: 0	123456789	NAME: (OPT))smith, john		
CHECK N	UMBER: _99999	99	СНЕСК І	DATE: 06171	0		
PP BEGIN	ING DATE: 0510	510	PP END DATE	E: 053110			
	REGULAR HRS O	VERTIME H		AMT OT INI 5000	D OVERTIME A	AMOUNT	
STATE: 0:	5 LOCAL: 6	53	_		<u></u>		
	200 SS W 135 NI 8 LOCAL: 38		SIT W/H: 186 GR	600 OSS PAY: 15	MEDICARE W 000	7/H: _207	
DED NO I	DED AMOUNT I	DED NO DED 69	AMOUNT D	ED NO DED	AMOUNT DE	D NO DED AM	MOUNT
_							
						_	
SP PAY NO	O SHIFT SP PAY	HRS SP PAY	AMT SP PAY	/ NO SHIFT S	P PAY HRS SP	PAY AMT	
	-			_			-
	RD READY FOR UENU PF2/14=HI		EXIT ENTER	=VALIDATE	в мог	DE: A	

See notes for option 1.

If you are trying to update to more than two locals you will need to contact the Payroll Branch for assistance. In this case, the adjustment would need to be done on paper forms.

EXAMPLE

How to reverse a check From this quarter that Is being redeposited

In this example, a check was issued for an employee that should have been on leave without pay the whole pay period. This could have happened for several reasons such as the timesheet was submitted incorrectly or an entry error by the payroll officer. Since the employee is not due the check, it has to be reversed (subtracted) from their payroll record. This adjustment was processed within the same quarter that the check was issued.

•	3:14 PAGE 547	NET PAY	CHECK DT (CHECK NO)	*	1569.66	04/15/10 12244264	* * 00.* *
STATE WIDE PAYROLL	LU AT 14:48	TOT DED		** ** ** ** **	248.46	248.46	* * 00. *
STATE WI	00 04/06/	MEDICARE	- VAC)	* * * * * * * * * * * * * * * * * * * *	29.59	29.59 .00	* * * *
10	N O Y	ST TAX L TAX MEDICARE	(TD SICK	* * *	22.89	22.89	00.* * *
REPORT	1/10	ST TAX	BASE CUR -YTD) (TD SICK - VAC)	* * * * * *	105.33	105.33	**************************************
	S OF 03/3	SOC	BASE CUR	*	00.	30	* 00* *
	REGISTER A	FED TAX	ST LOC (PEN	*	312.98	312.98 20	* 00.* *
	YROLL AND DEDUCTION REGISTER AS OF 03/31/10	GROSS	EX ST I	**		2288.91 0 31	* 00. *
DEPARTMENT FOR	PAYROLL AN	Τ/0	OURS MS	*	8.8	88.	* 00. * * *
	.	CUR REG	HOUR	**	2288.91	22.50	* 00* *
123 456 789 00 FRSONNEI SYSTE		RATE/AMT	SSN ES	*	2288.91	123-45-6789 1	P RET 322.85 32.85 * * * * *
AGENCY 12345 123 456 789 00 INTEORM PAYROLL PERSONNEL SYSTEM		DIV BRN SEC UNT EMPLOYEE NAME	EMP NUMBER	* * * * * * * * * * * * * * * * * * * *	123 456 789 00 smith iohn r	123456789 9 12	RETIRE1 S CUR 248.46 YTD 248.46 * * * * * * * *

Commonwealth of Kentucky Finance Cabinet

Request for Refund on Payroll

Date								ent Type(X) Employee	Checks Made Pay	
Agency Name								P-1 Emp. In UPP		
								P-1 Emp.Other	Employee	ate Treasurer
Org. Name		-					10111	-1 Emp.otiloi	Employee	
Org. Code						Ma	anua	al Pay Adj. Ma	ade 🔲 Attached	Entered on CICS
							eck	Number		Date
Template	·	Jnit		Org.		Activity	\mp		Memo/Reference	
							ŀ			
Company#				Period From				to		Retired Re
Last Name and In	itials				9	ocial Security N	Nur	mher	Employee ID	employed after 9/1/08
Zast (tallis alia ili	itiaio		<u> </u>			ocial Occurity i	Nui	11Del	Employee ID	
						I -	_		****	
	-	Amount		State Pay		Rate	+	lours W/Pay		Grand Total
Gross	+	\$2,288		\$2,288		Social Security	_		T.110 110 "	\$2,641.35
Social Security @6.2%	6		.00			faxable =			Total Social Security	
Medicare @ 1.45%	- -	\$29		\$29	.59	l axable=	\$2	2,040.45	Total Medicare	\$59.18
Federal Tax	-	\$312							Federal Tax	\$312.98
State Tax		\$105	.33			Local Taxable=			State Tax	\$105.33
Local Tax	%	\$22	.89			Code 31-20	_2	288.91 1%		
Local Tax	%					Local l'axable= Code				
Local Tax	%					Local Taxable= Code				
Local Tax (%					Local Faxable= Code				
Local Tax G	%					Local Taxable= Code			Total Local Tax	\$22.89
Retirement		\$248	16	* \$322.	95	Name		TRS 2,288.91	Employee Retirement	\$249.40
Retirement Payments		Ψ240		ΨΟΖΖ.		Wages Subject=	ΨΖ		Retirement Payments	\$248.46
Health Insurance	+			*	\dashv					
	+-	<u></u> .		*	\dashv					
Shortfall	+			*	\dashv				Health Ins. Contribution Total Insurance/FSA	
FSA Bond	+-		_					· .	Bond	
State Paid Life Ins.	+		\dashv	•					State Paid Life Ins.	
Misc.	1		寸		_				-	
Misc.	1		7							
Misc.						·				
Misc.			7	 						
Misc.		•	\neg						Total Misc.	-1.1
Net Pay	* \$	1,569.0	66	\$2,641.3	35					\$1,892.51

**Preparer's Signature

Phone Number

Date

**Authorized Agency Signature

Date

Original and 4 copies to Treasury



12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE U = UPDATED = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)

12 345

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

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- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the "enter" key to proceed to the manual pay menu.

06/14/2010 MANUAL PAY OPTIONS 12:56:59

OPTION: 3

EMPLOYEE NO: 0123456789

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND **ANNUITY REFUND**
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

12:58:36

OPTION 3 - REVERSE A CHECK FROM THIS QUARTER AND REDEPOSIT

COMPANY NO: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) smith, john

CHECK NUMBER:

12244264

CHECK DATE:

041510

PERIOD ENDING DATE:

033110

YQ INDICATOR

 $_{\mathsf{Q}}_{\mathsf{-}}$

053 RECORD READY FOR UPDATE
PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

Notes about option 3:

Should only use Q as the indicator.

This can only be used to reverse a check from the same quarter. If the check you are trying to reverse is from a different quarter, the backout record will not be found and the action will reject.

The quarters end March 30th (3/15 pay period), June 30th (6/15 pay period), September 30th (9/15 pay period), and December 30th (12/15 pay period).

It is imperative that the check number and date match the record. Take the check number and date from the Report 10 in PERPAY2R or S in Document Direct or from the QEHSS; do **not** take them from the check or stub (these reflect the eMARS number and printing date). If the check number and date do not match what is in our system, the action will reject. Remember that all EFT numbers must start with the 9.

_
Z
ANY/
QMO
<u>`</u>
v
(CONTROL TOTALS BY COMPANY/SSN
TROL
YP2 (CONTROL TOTALS BY COMPANY/
PEUPPYP2
06/14/10
REPORT DATE-

	CHECK NO.		12249026	12244264	911394091	-1569.668888888888	12273126	911425979	911457889	911489910		
13097	NET PAY		482.93	1569.66	1686.23	-1569.668	94.39	1728.56	1652.77	1728.56	7373.44	
P128 E NUMBER-	OTHER DED		0.00	80.0	0.00	0.00	0.00	0.00	13.75	$\frac{13.75}{13.75}$	117.04	41.25
REPORT PAGE			0.00	80.0	0.00		0.00	0.00 0.00	00.00	0.00 0.00 0.00	0.00	0.00
LE NY/SSN)	LOCAL TX S.S. TAX MEDICARE EMP RETIR DEF COMP		62.11	248.46	248.46	-248.46	11.80	257.90	257.90	257.90	1096.07	i
QUARTERLY EMPLOYEE HISTORY FILE PEUPPYP2 (CONTROL TOTALS BY COMPANY/SSN)	MEDICARE DI TXBL		7.39	29.59	29.59	-29.59	1.41	30,51	30.51	0.00 2104.21 0.00 30.51 0.00 2104.21	129.92	80.0968
EMPLOYEE TROL TOTAL	X S.S. TAX MEDIC			0.00	0.00	808	000	808	800	800	0.00	00.0
QUAŘTERLY 'P2 (CON	LOCAL TX	123 456	5.72	22.89	22.89	-22.89	1.09	23.76	23.76	23.76	100.98	
10 РЕUРРҮ	STATE TX		14.07	105.33	102.83	-105.33	0.00	106.53	106.53	106.53	436.49	
REPORT DATE- 06/14/10		R JOHN	0.00 510.11	312.98 2040.45	198.91		00.00	214.85	214.85	214.85 2104.21	843.46	10687.55
REPORT DAT	END DATE GROSS PAY FED. TAX	; } E	277.75	2288.91	2288.91	-2288.91	108.69	4/30/10 2375.86 214.85	2375.86	5/31/10 2375.86	10097.40	Ħ
2345 .05	END DATE	IWS 682	3/31/10	3/31/10	4/15/10	00/00/0	4/30/10		5/15/10	5/31/10		
AGENCY 12345 TIME: 14.47.05	C DATE	123-45-6	4/ 14/ IO	4/15/10	4/30/10	3xx 5/01/10	5/13/10	5/14/10	5/28/10	6/15/10		
ï						3%						

EXAMPLE

How to reverse a check From a prior quarter that Is being redeposited

This example is the same as in Option 3 except that the check to be reversed is for a prior quarter and has to be processed the "long way".

,	3:14 PAGE 547	NET PAY	CHECK DT (CHECK NO)	4: 4: 4: 4: 4:	1569.66	04/15/10 12244264	**************************************
STATE WIDE PAYROLL	10 AT 14:48	TOT DED		**	248.46	248.46	* 00. *
STATE WI	ON 04/06/	L TAX MEDICARE	- VAC)	**	29.59	29.59 .00	* * *
	NOX .	L TAX	(TD SICK	**	22.89	22.89 .00	00.*
REPORT	1/10	ST TAX	SECURITY BASE CUR -YTD) (TD SICK - VAC)	44 44 44 44	105.33	105.33	00. * * * *
	AS OF 03/3	SOC	BASE CUR	44 44 44 44	8.	[.]	
	REGISTER AS OF 03/31/10	FED TAX	-0C (PEN	** ** ** **	312.98	312.98 20	
	PAYROLL AND DEDUCTION	GROSS	EX ST LOC	4: 4: 4: 4:	2288.91	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	
TMENT FOR	PAYROLL AN	T/0	MOURS MS	**		99.	* 00. * 00. * *
DEPARTMENT	_	CUR REG	¥	4c 4c 4c	2288.91	22.50	* 00.*
123 456 789 00 PERSONNEL SYSTEM		RATE/AMT	SSN ES	40 40 40 40 40 40 40 40 40 40 40 40 40 4			RETIRE1 SP RET 248.46 322.85 248.46 322.85 * * * * * * * * * * * * * * * * * * *
AGENCY 12345 123 456 789 00 UNIFORM PAYROLL PERSONNEL SYSTEM		DIV BRN SEC UNT EMPLOYEE NAME	EMP NUMBER	** ** ** ** ** **	123 456 789 00	123456789 9 123-45-6789 1	RETIRE1 S CUR 248.46 YTD 248.46

Commonwealth of Kentucky Finance Cabinet

Request for Refund on Payroll

Date						/ment Type(X)	-	• •
Agency Name						P-1 Employee		
Org. Name						on P-1 Emp. In UP on P-1 Emp.Other	Employee	ate Treasurer
Org. Code					— Ма	mual Pay Adj. M	lade	☐ Entered on CICS
					Che	eck Number _		Date
Template	Unit		Org.	Activity			Memo/Reference	
Company#		Period From	to		to		Retired Re	
Last Name and In	itials			Social Se	ecurity N	Jumher	Employee ID	employed after 9/1/08
					ounty 1	Variou	Zimployee ib	
	Amount		State Pay	Ra	ate	Hours W/Pay		Grand Total
Gross	\$2,28	3.91	\$2,288.9					\$2,641.35
Social Security @6.2%	\$(\$0.00		0 laxable	Social Security I axable =		Total Social Security	
Medicare @ 1.45%	\$29	\$29.59		9 laxable	3 =	\$2,040.45	Total Medicare	\$59.18
Federal Tax	\$312	2.98					Federal Tax	\$312.98
State Tax	\$10	\$105.33					State Tax	\$105.33
Local Tax ^c	% \$22	2.89		Local Ta	xable≕ 31-20	2288.91 19	á	
Local Tax	%			Local Ta	xable=	***		
Local Tax	%			Local I a	харіе=			
Local Tax	%			Local Ta Code	xabie=			
Local Tax	%			Local Ta	xabie=		Total Local Tax	\$22.89
Retirement	\$248	3 46	\$322.8	Name 5 Wages Su	L.	KTRS \$2,288.91	Employee Retirement	\$248.46
Retirement Payments	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		Ψ022.0	Vages 3u	7.200.01		Retirement Payments	\$248.40
Health Insurance	1	一,						
Shortfall		7	· · · · · · · · · · · · · · · · · · ·	 			l icelih ina Cantributian	
FSA	 	-					Health Ins. Contribution Total Insurance/FSA	
Bond	<u> </u>	+					Bond	
State Paid Life Ins.		*					State Paid Life Ins.	
Misc.			~					
Misc.							1	
Misc.		\dashv						
Misç.	1	\dashv				· .	1	
Misc.			***************************************	1			Total Misc.	
Net Pay	\$1,569.	66	\$2,641.35	5				\$1,892.51

**Preparer's Signature

Phone Number

Date

**Authorized Agency Signature

Date

Original and 4 copies to Treasury



12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIREU = UPDATED = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)

12 345

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

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- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the "enter" key to proceed to the manual pay menu.

MANUAL PAY OPTIONS

12:56:59

OPTION: 4

EMPLOYEE NO: 0123456789___

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

OPTION 4 - REVERSE CHECK FROM PRIOR QUARTER AND REDEPOSIT 06/14/2010 12:59:11
COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT)smith, john
CHECK NUMBER: _12244264 CHECK DATE: _041510
PP BEGINING DATE: 031610 PP END DATE: _033110
SHIFT REGULAR HRS OVERTIME HRS REG SAL/AMT OT IND OVERTIME AMOUNT 2250
STATE: 31 LOCAL: 20
FIT W/H:31298 SS W/H: _0 SIT W/H: _10533 MEDICARE W/H: _2959 LIT W/H:2289 NET PAY: _156966 GROSS PAY: _228891
STATE: _ LOCAL: _ LIT W/H:
DED NO DED AMOUNT DED NO DED AMOUNT DED NO DED AMOUNT 04 24846 69 32285
SP PAY NO SHIFT SP PAY HRS SP PAY AMT SP PAY NO SHIFT SP PAY HRS SP PAY AMT
053 RECORD READY FOR UPDATE PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE MODE: A

This is the "long way" to reverse a check. It is used when the check is from a prior quarter or in some other situations in which you cannot reverse a check against the record using option 3. As with options 1 and 2 (updating for a manually issued check) it is important to record the information accurately. You will need to pull Report 10 from PERPAY2R or S on the check you are reversing because it shows what actually came out of the check and you always use the amounts from this report. Report special pay hours and pay under special pay, not under regular hours and pay. The guidelines for this screen are similar to those for option 1.

	(SSN)
Y EMPLOYEE HISTORY FILE	BY COMPANY/S:
ISTO	β
田田	VLS
EMPLOYEE HISTOR	TOT/
UARTERLY EMPL	(CONTROL TOTALS
QUAR	PEUPPYP2
	06/14/10
	REPORT DATE-

	CHECK NO.	482.93 12249026 1569.66 12244264 1686.23 911394091 -1569.66888888888 94.39 12273126 1728.56 911457889 1652.77 911457889 1728.56 911489910
13097	NET PAY	482.93 1569.66 1686.23 -1569.668 94.39 1728.56 1652.77 1728.56
P128 E NUMBER-	OTHER DED	0.00 0.00 0.00 0.00 0.00 0.00 13.75 13.75 13.75 13.75 13.75 13.75 13.75
REPORT PAGE		
-E 4Y/SSN)	LOCAL TX S.S. TAX MEDICARE EMP RETIR DEF COMP	62.11 248.46 248.46 -248.46 11.80 257.90 257.90 257.90
QUARTERLY EMPLOYEE HISTORY FILE PEUPPYP2 (CONTROL TOTALS BY COMPANY/SSN)	MEDICARE E	7.39 510,11 2040,25 2040,45 2040,45 0.2040,45 0.2040,45 0.2040,45 0.2040,45 0.2040,45 0.2104,21 0.2104,21 0.2104,21 0.2104,21 0.2104,21 0.2104,21 0.2104,21 0.2104,21 0.2104,21 0.2104,21 0.2104,21 0.2104,21 0.2104,21
EMPLOYEE H	X S.S. TAX MEDICA	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0
QUARTERLY P2 (CONT	LOCAL TX	123 456 5.72 22.89 22.89 -22.89 1.09 23.76 23.76 23.76
10 PEUPPY	STATE TX	14.07 105.33 102.83 -105.33 0.00 106.53 106.53
REPORT DATE- 06/14/10	FED. TAX S	123-45-6789 SMITH 4/14/10 3/31/10 572.22 0.00 4/15/10 3/31/10 2288.91 312.98 4/30/10 4/15/10 2288.91 2040.45 5/01/10 0/00/00 -2288.91 312.98 5/13/10 4/30/10 108.69 96.89 5/14/10 4/30/10 2375.86 214.85 5/28/10 5/15/10 2375.86 2104.21 6/15/10 5/31/10 2375.86 2104.21 6/15/10 5/31/10 2375.86 2104.21 10097.40 843.46
REPORT DAT	END DATE GROSS PAY FED. TAX	TH 572.22 510.11 2288.91 312.98 2288.91 198.91 -2288.91 2040.45 -2288.91 -312.98 108.69 96.89 2375.86 214.85 2375.86 2104.21 2375.86 2104.21 2375.86 2104.21 2375.86 2104.21 2375.86 2104.21 2375.86 2104.21 2375.86 2104.21 2375.86 2104.21 2375.86 2104.21 2375.86 2104.21
	END DATE (89 3/31/10 3/31/10 4/15/10 0/00/00 4/30/10 5/15/10
AGENCY 12345 TIME: 14.47.05	C DATE	123-45-67 4/14/10 4/15/10 4/30/10 5/01/10 5/13/10 5/14/10 6/15/10
I		XX XX

EXAMPLE

How to adjust for a Local Tax Refund

In this example, the employee was set up in error with local tax code 18-13, Frankfort local tax. Since their work locality does not have a local tax (would be set up as 18-00 on the C screen) a refund was requested on the full amount of local tax withheld.

Commonwealth of Kentucky Finance Cabinet

Request for Refund on Payroll

Date			·				ment Type(X) -1 Employee	Checks Made Pay	
Agency Name							on P-1 Emp. In UPF	_	
Org. Name				,		_	on P-1 Emp.Other	☑ Employee	ale Treasurer
Org. Code						_	nual Pay Adj. M	,	Entered on CICS
Template	_	Unit	Org.		Activit		ck Number	Memo/Reference	Date
Template	\dagger	Offic	Olg.	+	ACUVIL	у		Memo/Reference	
	\perp								
Company#			Period From	Г	***		to		Retired Re
Last Name and I	nitia	als	1	;	Social Sec	curity N		Employee ID	employed after 9/1/08
								<u> </u>	
***		Amount	State P	av	Rat		Hours W/Pay		Grand Total
Gross	7	rimount	- Ctuto i	<u>и</u> у	1 10		Hodis Will ay		Giand Total
Social Security @6.2	<u>"</u>				Social Sec	urity		Total Social Security	
Medicare @ 1.45%					Medicare Laxable=			Total Medicare	
Federal Tax								Federal Tax	
State Tax				•				State Tax	
Local Tax	%	\$40.9	93		Local Tax Code	able= 18-13	\$2,339.28		
Local Tax	%				Local Lax Code	able=			
Local Tax	%				Code	abie=		1	
Local Tax	%				Local Tax Code				
Local Tax	%				Code	abie=		Total Local Tax	\$40.93
Retirement					Name Wages Sub	iect=		Employee Retirement	
Retirement Payments		······································			Wagoo Cub	,jooi -		Retirement Payments	
Health Insurance			*						
Shortfall								Health Ins. Contribution	
FSA			*			*******		Total Insurance/FSA	
Bond							·····	Bond	
State Paid Life Ins.			•					State Paid Life Ins.	
Misc.	\top								
Misc.	T								
Misc.									
Misc.						-			
Misc.							-	Total Misc.	
Net Pay	,	\$40.9	3						

**Preparer's Signature

Phone Number

Date

**Authorized Agency Signature

Date

Original and 4 copies to Treasury



12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEWI = INQUIRE

U = UPDATED = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)

12 345

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

Access modes are as follows:

- A = add new: this is used to add an update to the system.
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- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the "enter" key to proceed to the manual pay menu.

MANUAL PAY OPTIONS 12:56:59

OPTION: 5

EMPLOYEE NO: 0123456789

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL 2
- REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- UPDATE FOR A LOCAL TAX REFUND
- UPDATE FOR FIT OR SIT TAX REFUND 6
- UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND ANNUITY REFUND
- WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

06/25/2010	12:54:25
OPTION 5 - LOCAL TAX REFUND	
COMPANY: 12345 EMPLOYEE N	O: 0123456789 NAME: (OPT) _Doe, John
CHECK NUMBER: _999999999 PP BEGIN DATE: _051610	CHECK DATE: 061510 PP END DATE: 053110
QTR (Q) OR YTD (Y) IND: Y_	
STATE: 18 LOCAL: 13	
LOCAL TAX WITHHELD:4093 (AMOUNT OF REFUND)	NET PAY: 4093 (AMOUNT OF REFUND)
LOCAL TAXABLE YTD: _233928_ (ZERO FILL WHEN TAX	ABLE NOT AFFECTED)
053 RECORD READY FOR UPDATE	

Notes:

If you need to update more than one local code then you will need to contact the Payroll Branch for assistance. In this case, paper forms may need to be filled out.

MODE: A

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

Examples:

Of when taxable would NOT be affected: if you set the EE up for 18-13 and it should have been 18-99. You would do a request for refund on the amount that was deducted under 18-13 and apply the appropriate amount to 18-99. The taxable is still the same so you would just zero fill the Local Taxable YTD.

Of when the taxable WOULD be affected: if you set the EE up for 18-13 but should have been 18-00. You would do a request for refund to get the amount that was deducted under 18-13 to give back to the EE. You would figure the taxable amount that was affected and would put that amount in the Local Taxable YTD.

EXAMPLE

How to update for a FIT or SIT Tax refund

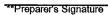
In this example, the employee completed a W-4 and K-4 form to be exempt from tax but the payroll officer didn't set it up correctly on the C screen causing tax to be withheld. If you have both a state and federal tax refund on the same employee at the same time, you can only enter one update at a time. For example: you would enter the FIT amount first and let that update and then you could enter the SIT amount and let it update.

*Normally we do not request a refund on federal and state taxes because it is usually taken care of when the employee files their taxes.

Commonwealth of Kentucky Finance Cabinet

Request for Refund on Payroll

Date				yment Type(X) P-1 Employee	Checks Made Pay	
Agency Name				lon P-1 Emp. In UPF	_	
Org. Name						
Org. Code			····	anual Pay Adj. M eck Number		Entered on CICS
Template	Unit	Org.	Activity		Memo/Reference	Date
			riounty		Wighter Coloredtee	
Company#		Period From		to		Retired Re-
Last Name and Li						employed after 9/1/08
Last Name and Ini	tials		Social Security	Number	Employee ID	9/1/08
						<u> </u>
	Amount	State Pay	/ Rate	Hours W/Pay		Grand Total
Gross						
Social Security @6.2%	,		Social Security I axable =		Total Social Security	
Medicare @ 1.45%			Medicare I axable=	*****	Total Medicare	
Federal Tax	\$125	.10			Federal Tax	\$125.10
State Tax	\$40	.50			State Tax	\$40.50
Local Tax 9	%		Local Laxable= Code			
Local Tax 9	6		Local Taxable= Code	······································		
	6		Local Laxable= Code	,,		
	6		Local Taxable≕ Code			
	6		Local Taxable= Code		Total Local Tax	
	<u> </u>	*	Name			
Retirement			Wages Subject=		Employee Retirement	
Retirement Payments					Retirement Payments	
Health Insurance						
Shortfall				,	Health Ins. Contribution	
FSA					Total Insurance/FSA	
Bond					Bond	
State Paid Life Ins.					State Paid Life Ins.	
Misc.						
Misc.						
Misc.				***		
Misc.						
Misc.					Total Misc.	
Net Pay	\$165.6	30				



Phone Number

Date

**Authorized Agency Signature

Date

Original and 4 copies to Treasury



12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE U = UPDATE

D = DELETE

COMPANY: CC DDD

ORG CODES: DD BB SS UU (OPTIONAL)

12 345

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

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- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the "enter" key to proceed to the manual pay menu.

MANUAL PAY OPTIONS 12:56:59

OPTION: 6

EMPLOYEE NO: 0123456789

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND **ANNUITY REFUND**
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A 06/25/2010

12:56:49

OPTION 6 - FIT OR SIT TAX REFUND

COMPANY: 12345

EMPLOYEE NO: 0123456789 NAME: (OPT) smith, john

CHECK NUMBER: PP BEGIN DATE:

123456788

CHECK DATE: 033010

030110

PP END DATE: 031510___

FIT WITHHELD:

NET PAY:

4050

(AMOUNT OF REFUND)

(AMOUNT OF REFUND)

SIT WITHHELD

4050

(AMOUNT OF REFUND)

053 RECORD READY FOR UPDATE
PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

Normally we do not request a refund on federal and state taxes because it is usually taken care of when employees file their taxes.

This does not affect/reduce the taxables. Even if an employee chooses to be exempt their wages will be reported on the W-2.

Examples:

Of when you might request a refund on federal tax amount withheld: if you received a W-4 from an employee but not enter the change on the C screen before payroll ran and caused more tax to be withheld then would have been if change had been entered before payroll ran. The payroll officer contacted the employee and told them employee the change didn't get entered in time and the employee insisted you refund the difference.

Employee completed a W-4 or K-4 form to be exempt but payroll officer didn't set up correctly and caused tax to be withheld: Payroll officer made the employee aware of this mistake and did a request for refund to get the money back.

06/25/2010		12:56:49			
OPTION 6 - FIT OR SI	T TAX REFUND				
COMPANY: 12345	EMPLOYEE NO:	0123456789	NAMI	E: (OPT) _smith,	john
CHECK NUMBER: PP BEGIN DATE:	_123456788 030110	•		TE: 033010 DATE: 031510	<u>. </u>
_	_12510 OF REFUND)	NET PAY		12510 REFUND)	
SIT WITHHELD: (AMOUNT	OF REFUND)				

053 RECORD READY FOR UPDATE
PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

Normally we do not request a refund on federal and state taxes because it is usually taken care of when employees file their taxes.

This does not affect/reduce the taxables. Even if an employee chooses to be exempt their wages will be reported on the W-2.

Examples:

Of when you might request a refund on federal tax amount withheld: if you received a W-4 from an employee but not enter the change on the C screen before payroll ran and caused more tax to be withheld then would have been if change had been entered before payroll ran. The payroll officer contacted the employee and told them employee the change didn't get entered in time and the employee insisted you refund the difference.

Employee completed a W-4 or K-4 form to be exempt but payroll officer didn't set up correctly and caused tax to be withheld: Payroll officer made the employee aware of this mistake and did a request for refund to get the money back.

EXAMPLE

How to adjust a pre-tax refund on CURRENT W-2 for TERMINATED employee when there are no more payrolls to self-adjust FICA

In this example, health insurance was withheld in error for a terminated employee in the 3/16 – 3/31/10 pay period. This could happen for several reasons such as the insurance coordinator being unaware the employee terminated. Since there are no more payrolls for the system to self-adjust the amount due for social security and medicare, a SAS-27 is processed to withhold the tax before the refund is sent to the employee.

NOTE: If the check is made payable to Kentucky State Treasury then you will need to do a SAS-27 like the example attached because Social Security and Medicare need to be paid and the employee will get the NET pay only.

If the check is made payable to the employEE you can deposit that check into your agency account and do a SAS-27 like the example attached so that Social Security and Medicare get deducted from the refund amount and you won't have to worry about trying to get the FICA back from the employee.

Form SAS-27 10/17/2007

Commonwealth of Kentucky Finance & Administration Cabinet

Payroll Voucher

PA

May	18	2010	

		. wy. c	7 0 0 0 1 0 1		Org.	2010
Agency Name					Code	
Org. Name					Company Number	
From	То		Returning Re	tiree 🗌	Reference Number	
					P-1 Employee	
Template	Unit	Location	Activ	ity	Non P-1 in UP	PS
			Rate		Non P-1 Other	
Total Disbursement Amt. \$55.72						
. Star Biobardoment Am	ψου. <i>τ</i> <u>Ψ</u>		Hrs. Paid		Employment Dat	<u> </u>
Last Nam	e & Initials	<u> </u>	Social Se	curity Nu	mber Empl	oyee ID
Category	Amount	State Pay			Totals	3
Gross	\$51.76	\$51.76			Gross	\$55.72
Social Security @ 6.2%	\$3.21	\$3.21	Soc. Sec. Taxable=	\$51.76	Soc. Sec.	\$6.4
Medicare @ 1.45%	\$0.75	\$0.75	Medicare Taxable=	\$51.76	Medicare	\$1.50
Federal Tax					Federal	
State Tax					State	
Local Tax			Local Txbl. Name=		Local	
Local Tax			Local Txbl. Name=		EE Retirement	
Retirement		*	Name/Wages Subject=		Savings Bonds	
Retirement Payments		*	- Cubject	<u> </u>	EE Health Ins.	
Health Insurance		*		· · · · · · · · · · · · · · · · · · ·	Misc. total	
Short Fall		*			Total Net*	\$47.80
State Paid Life Ins.		*		-		7
Misc.					MEMO Pre-tax he	alth insurance
Misc.					refund for terminat	
Misc.						
Misc.			_			
Misc.						
Misc.						
Misc.					<i>"</i>	
Net Pay	\$47.80	\$55.72				
I certify that all persons listed inpa the pay period except as indicated Commonwealth of Kentucky. I here Cabinet files.	in the proper columns	on this document a	ind the amount s	et forth are	e legitimate claims against the	PORT TO LOUIS
		5/18/10)			
Employee Preparin Phone #	g Payroll	Date			Authorized Agency Signat	ure
I certify thet the persons named on Rules, Regulations and Orders the		 een appointed in ac	cordance with th	e provisio	ns of KRS 18.110 to 18.360 and	the

SAS 27 CERTIFICATION FORM

			Emp. SSN
me:			Emp ID#
Pay Period	Semi-Monthly Salary	Gross Amount Due	Explanation
		\$51.76	
		, , , , , ,	refund for terminated
			employee
·		*****	
			1
ual Pay Transacti ^{Attached}		I certify that	the person listed on this SAS27 has not previously pay through UPPS.
intered on CICS on:	Kentu	received this	pay unough offs.
	Date		
			Signature
		Phone #	
		Date	

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE U = UPDATED = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)

12 345

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- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the "enter" key to proceed to the manual pay menu.

06/14/2010 MANUAL PAY OPTIONS 12:56:59

OPTION: 7

EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND **ANNUITY REFUND**
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

01/15/2005 OPTION 7 - RETIRE	08:27:01 EMENT, PREM CONVERSI	ON, FSA OR DEFERRED (COMP REFUND
COMPANY: 12345	EMPLOYEE NO: 0123456	789 NAME: (OPT)	
MASTER FILE ACCU	UMULATIONS:		
DED NO: 20 DED A	AMT: <u>5176</u> AMT:	EMPLOYEE SHARE STATE SHARE	
NOTE: DEDUCTION MUST BE CODE	45 (457/401K) AND DEDU D AS A "C".	CTION 46, 47 AND 48 (403	BB)
A. SOCIAL SECUE B. MEDICARE ON	H INDICATES EMPLOYEE RITY AND MEDICARE ILY CURITY OR MEDICARE	ES COVERAGE: <u>A</u>	
TAX FILE ACCUMU	LATIONS:		
STATE CODE: 18	LOCAL CODE: 13		
3 RECORD READY FO 1/13=MENU PF2/14=	OR UPDATE =HELP PF3/15=EXIT EN	TER=VALIDATE	MODE: A

This screen is used to update for refunds made to employees of pretax deductions including retirement contributions, pretax retirement installment purchase agreement payments, medical or daycare flexible spending account contributions, and deferred compensation.

At the "ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE" field, the majority of state employees will be "A. SOCIAL SECURITY AND MEDICARE." Employees in teachers retirement are primarily "B. MEDICARE ONLY," with a few being "C. NO SOCIAL SECURITY OR MEDICARE;" check the employee's FICA status. When updating for a deferred compensation refund for an employee, choose "C. NO SOCIAL SECURITY OR MEDICARE," as Social Security and Medicare were already paid on the deduction and do not need to be updated (deferred compensation is not subject to FIT or sit, but is subject to Social Security and Medicare).

PERSONNEL CABINET

MASTER FILE ACCUMULATIONS

PEPOT018

MASTER FILE ACCUMULATIONS 1 01/15/2005 09:45:00

COMPANY: 12345

14343

EMPLOYEE NO. 0 123456789

300 TRANSACTION

SELECT ONE (Y, Q): _ (Y/Q INDICATOR FOR THIS TRANSACTION ONLY) TOTAL I REG PAY I OT PAY I OT PAY2 I SHIFT2 I SHIFT3 I NET PAY I VOL DED

320 TRANSACTION

GROSS PAY FIT TXBLE SIT TXBLE LOCAL TXBLE

I YTD I YTD I YTD

OPTION 7 WILL TAKE CARE OF THIS SCREEN

325 TRANSACTION

SOCIAL SECURITY
I TXBLE YTD (EE)

TOTAL FICA

MEDICARE

I TXBLE YTD (ER) I TXBL YTD (EE)

EXTRACT (Y = EXTRACT): 053 RECORD READY FOR UPDATE

PF1=MENU PF3=END ENTER=PROCEED

MODE = ADD

Option 7 will take care of this screen for you.

PERSONNEL CABINET

MASTER FILE ACCUMULATIONS 1

PEPOT022

01/15/2005 09:45:29

COMPANY:

12345

EMPLOYEE NO: 0 123456789

330 TRANSACTION: (ALL FIELDS YTD)

TOTAL

MEDICARE

SOC SEC

LOCAL

FICA

W/H

I FIT WH

I W/H (EE) I W/H

I W/H

I W/H (ER)

I (EE)

+ 321

SIT

<u>+ 396</u>

<u>+ 75</u>

335 TRANSACTION: (ALL FIELDS YTD)

DED NO IND DED AMT DED NO IND DED AMT

DED NO IN DED AMT

OPTION 7 WILL TAKE CARE OF THIS TRANSACTION

EXTRACT (Y = EXTRACT): Y

053 RECORD READY FOR UPDATE PF1=MENU PF3=END ENTER=PROCEED

MODE: ADD

PERSONNEL CABINET

TAX FILE ACCUMULATIONS 1

PEPOT030 01/15/2005 09:46:58

COMPANY:

12345

EMPLOYEE NO: 0 123456789

STATE CODE: 18

LOCAL CODE: 13

TRANSACTION 355:

GROSS PAY

GROSS PAY

I QTD I YTD

TRANSACTION 356:

FIT NON-TXBLE

Ι YTD

OPTION 7 WILL FIX THIS TRANSACTION

TRANSACTION 357/360:

I FIT W/H

SELECT ONE (Y OR Q): Y

SIT

TOTAL

SOC SEC I W/H (EE) I W/H

LOCAL **FICA** I W/H I W/H (ER)

<u>+ 321</u>

<u>+ 396</u>

EXTRACT (Y = EXTRACT): \underline{Y} 053 RECORD READY FOR UPDATE

PF1=MENU PF3=END ENTER=PROCEED

MODE: ADD

PERSONNEL CABINET

PEPOT034

TAX FILE ACCUMULATIONS 2

01/15/2005 09:47:19

COMPANY:

12345

EMPLOYEE NO: 0 123456789

STATE CODE: __ LOCAL CODE: __

TRANSACTION 365/370:

SELECT ONE (Y OR Q):

SOC SEC

TOTAL

FIT

SIT LOCAL TAXABLE

FICA

I TAXABLE I TAXABLE I TAXABLE

I (EE)

I TAXABLE

OPTION 7 WILL TAKE FIX THESE TRANSACTIONS

EXTRACT (Y = EXTRACT):

053 RECORD READY FOR UPDATE PF1=MENU PF3=END ENTER=PROCEED

MODE: ADD

Option 7 will take care of this screen for you.

EXAMPLE

How to adjust a PRE-TAX FSA (Deduction #07 or #08) refund for ACTIVE employee in current record

In this example, an employee had a qualifying event allowing them to decrease their FSA deduction #07 amount but it wasn't changed on the correct payroll. This could happen for several reasons such as the effective date of the qualifying event and the amount of time the employee has to submit the application.

NOTE: Since the employee is Active and it is current year record the only thing that needs to be done is the Option 7 thru Manual Pay Adjustments because the system will self-adjust the taxes once the next payroll is run. Please see attached example.

Personnel Cabinet
Department of Employee Insurance
Flexible Benefits Branch
501 High Street – State Office Building
Frankfort, KY 40601



Refund Request

FSA/HRA Contribution Overpayment

Employee Name:	
Linployee Name:	
Social Security Number:	
Amount:	
Pay Period:	
Plan Year:	
Company Number:	
Reason for Refund:	
1	
Make Check Payable to:	
IC:	
Agency:	
Address:	
l,	, will distribute the above refund(s) and will
adjust the employee's payroll	records accordingly.
Date:	Signature:

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_ A = ADD NEW

I = INQUIRE U = UPDATE D = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)

12 345

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

Access modes are as follows:

- A = add new: this is used to add an update to the system.
- I = inquire: this is used to view an update already keyed into the system but not yet processed.
- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the "enter" key to proceed to the manual pay menu.

06/14/2010 MANUAL PAY OPTIONS

12:56:59

OPTION: 7

EMPLOYEE NO: 0123456789

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

01/15/2005

08:27:01

OPTION 7 - RETIREMENT, PREM CONVERSION, FSA OR DEFERRED COMP REFUND

COMPANY: 12345 EMPLOYEE NO: 0123456789

NAME: (OPT) _____

MASTER FILE ACCUMULATIONS:

DED NO:

DED NO: 07 DED AMT: refund amount DED AMT:

EMPLOYEE SHARE

STATE SHARE

NOTE: DEDUCTION 45 (457/401K) AND DEDUCTION 46, 47 AND 48 (403B) MUST BE CODED AS A "C".

ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE: A

- A. SOCIAL SECURITY AND MEDICARE
- B. MEDICARE ONLY
- C. NO SOCIAL SECURITY OR MEDICARE

TAX FILE ACCUMULATIONS:

STATE CODE: 18 LOCAL CODE: 13

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

This screen is used to update for refunds made to employees of pretax deductions including retirement contributions, pretax retirement installment purchase agreement payments, medical or daycare flexible spending account contributions, and deferred compensation.

At the "ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE" field, the majority of state employees will be "A. SOCIAL SECURITY AND MEDICARE." Employees in teachers retirement are primarily "B. MEDICARE ONLY," with a few being "C. NO SOCIAL SECURITY OR MEDICARE;" check the employee's FICA status. When updating for a deferred compensation refund for an employee, choose "C. NO SOCIAL SECURITY OR MEDICARE," as Social Security and Medicare were already paid on the deduction and do not need to be updated (deferred compensation is not subject to FIT or sit, but is subject to Social Security and Medicare).

EXAMPLE

How to adjust a PRE-TAX Health Insurance refund for ACTIVE employee in current record

In this example, an employee had a qualifying event allowing them to change their coverage to a waiver but it wasn't stopped on the correct payroll. This could happen for several reasons such as the effective date of the qualifying event and the amount of time the employee has to submit the application.

NOTE: Since the employee is Active and it is current year record the only thing that needs to be done is the Option 7 thru Manual Pay Adjustments because the system will self-adjust the taxes once the next payroll is run. Please see attached example.

ADMIN FEE OVERPAYMENT REFUND REQUEST

MICHELLE JAMES SEND TO:

DEPARTMENT OF EMPLOYEE INSURANCE

501 HIGH STREET, 2ND FLOOR

(502) 564-0715

FRANKFORT, KY 40601 SECURE FAX:

\$6.00			Phone:	<u> </u>	
		11			
00.9	April	Overpmt			12
TOTAL ADMIN FEE REQUESTED	BILLPERIOD	TERM OR	COMPANY NUMBER	SSN.	

Refunds will only be issued upon written request
Emailed Entrust <u>encrypted</u> Refund Request Forms will be considered signed when sent from the authorized requesters email account.

HEALTH INSURANCE PREMIUM REFUND REQUEST

Dept of Employee Insurance Financial Management Branch

Send to:

954.20 **Employer Portion Employer Portion Employer Portion Employer Portion Employer Portion Employer Portion Employer Portion** will be considered signed when sent from the authorized requesters email account. Requester must sign form or type name in signature line. Emailed refund requests **Employee Portion Employee Portion Employee Portion Employee Portion Employee Portion Employee Portion Employee Portion** \Box Refund requests may only be emailed when encrypted using Entrust. 280.58 Pay To EE Pay To ER Pay To EE Pay To ER Pay To ER Pay To EE Pay To EE Pay To EE Pay To ER Pay To ER Pay To EE Pay To ER Pay To ER Pay To EE Refunds will be issued only upon written request. For questions, contact Michelle James, (502) 564-5669 Month Month Month Month Month Month Month > Date: April Company # g æ æ Secure Fax: (502) 564-0715 g g 쯩 g Transfer Transfer Transfer Transfer Transfer Transfer Transfer Phone: (502) 564-9097 Full SS# Retirement Retirement Retirement Retirement Retirement Retirement Retirement Other: Other: Other: Other: Other: Other: Other: 501 High St, 2nd floor Frankfort, KY 40601 **Employment Term Employment Term** Employment Term **Employment Term** Employment Term **Employment Term Employment Term** Overpaid Overpaid Overpaid Overpaid Overpaid Requester Signature: Overpaid Overpaid Department/Agency: **Employee Name Employee Name Employee Name Employee Name Employee Name Employee Name Employee Name** Reason Secure Fax: Reason Reason Reason Reason Reason Reason Address: Phone:

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE

U = UPDATE

D = DELETE

COMPANY: CC DDD

ORG CODES: DD BB SS UU (OPTIONAL)

12 345

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

Access modes are as follows:

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- I = inquire: this is used to view an update already keyed into the system but not yet processed.
- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the "enter" key to proceed to the manual pay menu.

06/14/2010 MANUAL PAY OPTIONS 12:56:59

OPTION: 7

EMPLOYEE NO: 0123456789_

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND **ANNUITY REFUND**
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A 01/15/2005

08:27:01

OPTION 7 - RETIREMENT, PREM CONVERSION, FSA OR DEFERRED COMP REFUND

COMPANY: 12345 EMPLOYEE NO: 0123456789

NAME: (OPT) _____

MASTER FILE ACCUMULATIONS:

DED NO: 20 DED AMT: 28058

EMPLOYEE SHARE

DED NO: 63 DED AMT: 96020

STATE SHARE

NOTE: DEDUCTION 45 (457/401K) AND DEDUCTION 46, 47 AND 48 (403B) MUST BE CODED AS A "C".

ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE: A

- A. SOCIAL SECURITY AND MEDICARE
- B. MEDICARE ONLY
- C. NO SOCIAL SECURITY OR MEDICARE

TAX FILE ACCUMULATIONS:

STATE CODE: 18 LOCAL CODE: 13

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

This screen is used to update for refunds made to employees of pretax deductions including retirement contributions, pretax retirement installment purchase agreement payments, medical or daycare flexible spending account contributions, and deferred compensation.

At the "ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE" field, the majority of state employees will be "A. SOCIAL SECURITY AND MEDICARE." Employees in teachers retirement are primarily "B. MEDICARE ONLY," with a few being "C. NO SOCIAL SECURITY OR MEDICARE;" check the employee's FICA status. When updating for a deferred compensation refund for an employee, choose "C. NO SOCIAL SECURITY OR MEDICARE," as Social Security and Medicare were already paid on the deduction and do not need to be updated (deferred compensation is not subject to FIT or sit, but is subject to Social Security and Medicare).

EXAMPLE

How to update a Deferred Comp refund in Manual Pay For active employee

In this example, the employee requested to stop their deduction but the Deferred Comp office didn't process the change on the correct payroll.

When you need to request a refund of deferred compensation only, you do not need to do a Request for Refund form. You should call or email Sandy Whitaker in Deferred Compensation and she can refund the money to you. The refund check will be made payable to the Kentucky State Treasurer, FBO (the employee's name). Even though the employee's name is on the check, most banks will not cash or deposit those checks for the employee; therefore, you will have to do a SAS27 in order to get a check for the employee.

Form SAS-27

Commonwealth of Kentucky

PA	
Date	

		Payroll V	oucher/		Date	
Agency Name					Org. Code	
Org. Name					Company Number	
From	То		Returning Ret	iree 🗌	Reference Number	
					P-1 Employee	9 🗍
Template	Unit	Location	Activi	ty	Non P-1 in U	PPS
			Rate		Non P-1 Othe	or 🗍
Total Disbursement Am	nt		Hrs. Paid		Employment Da	ate
l ast Nam	e & Initials		Social Sec	enrify Nu	mhar Emr	oloyee ID
Last Name & Initials Category Amount State Pa		State Pay	000141 000	ruilty Nu	Tota	
Gross	\$250.00	\$250.00			Gross	\$250.00
Social Security @ 6.2%		,	Soc. Sec. Taxable=		Soc. Sec.	Ψ200.00
Medicare @ 1.45%			Medicare Taxable=		Medicare	
Federal Tax		· · · · · · · · · · · · · · · · · · ·	тахаріс-	L	Federal	
State Tax		······································			State	
Local Tax			Local Txbl. Name=		Local	
Local Tax			Local Txbl. Name=		EE Retirement	
Retirement		*	Name/Wages Subject≕		Savings Bonds	
Retirement Payments		*	- Cubject		EE Health Ins.	
Health Insurance		*			Misc. total	
Short Fall		*			Total Net*	\$250.00
State Paid Life Ins.		*				
Misc.					MEMO Deferred	Comp Refund
Misc.					· · · · · · · · · · · · · · · · · · ·	
Misc.						
Misc.						
Misc.						
Misc.					***	
Net Pay	\$250.00	\$250.00				
I certify that all persons listed inpa the pay period except as indicated Commonwealth of Kentucky. I he Cabinet files.	d in the proper columns	on this document a	and the amount s	et forth a	e legitimate claims against the	
Employee Preparing Payroll Date Phone #		Date			Authorized Agency Sign	ature
l certify thet the persons named o Rules, Regulations and Orders th		een appointed in ad	ccordance with th	e provisio	ons of KRS 18.110 to 18.360 and	d the

re: SAS27 Manual Payroll Voucher

SAS27b CERTIFICATION FORM

lov Doried	Comi Monthly Colory	Cross Amount Dec	Evalenation
Pay Period	Semi-Monthly Salary	Gross Amount Due	Explanation
		\$ 250.00	deferred compensation refund
			1 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -
			· ·
,			
LDT			
ll Pay Transact		I certify that the	ne person listed on this SAS27 has not previously
ached	Kentu	received this	pay through UPPS.
ered on CICS on:	- UNBRIDLED	WE TANK T	

06/14/2010

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_ A = ADD NEW

I = INQUIRE U = UPDATED = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)

12 345

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

06/14/2010 MANUAL PAY OPTIONS 12:56:59

OPTION: 7 EMPLOYEE NO: 0123456789___

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
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- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A 06/18/2010

09:38:51

OPTION 7 - RETIREMENT, PREM CONVERSION, FSA OR DEFERRED COMP REFUND

COMPANY: 12345 EMPLOYEE NO: 0123456789

NAME: (OPT) smith, john

MASTER FILE ACCUMULATIONS:

DED NO: 45 DED AMT: 25000

EMPLOYEE SHARE

DED NO: __ DED AMT: __

STATE SHARE

NOTE: DEDUCTION 45 (457/401K) AND DEDUCTION 46, 47 AND 48 (403B) MUST BE CODED AS A "C".

ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE: C

(always use C when adjusting deferred comp)

- A. SOCIAL SECURITY AND MEDICARE
- **B. MEDICARE ONLY**
- C. NO SOCIAL SECURITY OR MEDICARE

TAX FILE ACCUMULATIONS:

STATE CODE: 18 LOCAL CODE: 13

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

This screen is used to update for refunds made to employees of pretax deductions including retirement contributions, pretax retirement installment purchase agreement payments, medical or daycare flexible spending account contributions, and deferred compensation.

At the "ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE" field, the majority of state employees will be "A. SOCIAL SECURITY AND MEDICARE." Employees in teachers retirement are primarily "B. MEDICARE ONLY," with a few being "C. NO SOCIAL SECURITY OR MEDICARE;" check the employee's FICA status. When updating for a deferred compensation refund for an employee, choose "C. NO SOCIAL SECURITY OR MEDICARE," as Social Security and Medicare were already paid on the deduction and do not need to be updated (deferred compensation is not subject to FIT or sit, but is subject to Social Security and Medicare).

EXAMPLE

How to do a Workers Compensation adjustment

In this example, the employee is on workers' comp and used leave for the entire pay period. The workers' comp check had to be signed over to the State to reinstate leave.

^{*}Please refer to page 2.4 of the payroll manual for information on determining leave time buyback.

^{*}Please refer to page 7.34 of the payroll manual for a Worker's Comp example.

SICK LEAVE – WORKERS' COMPENSATION

NAME:	·
I hereby request payment from my accumulated sick leave work due to an illness or injury for which workers' compenare claimed. Upon exhaustion of accumulated sick leave, acannual leave and compensatory time may be requested.	sation benefits
I acknowledge that I am not entitled to use sick leave for tirdue to an illness or an injury for which workers' compensate claimed except to supplement my workers' compensation be maintain my regular full salary.	ion benefits are
I hereby assign my workers' compensation benefits to: (Star authorize said agency to receive and hold my workers' compuntil I endorse said check to the agency.	te Agency) and pensation check
I may revoke this authority at any time in writing by deliver writing to the agency, however, said revocation shall not ap workers' compensation check for periods of time in which I received sick pay.	ply to any
This the day of	_, 20
Signature	
Witness	
WCF-2	
Revised 5/09	

WORKERS' COMPENSATION

WORKSHEET

COMPANY #	ORG. #:						
NAME	ESSN:						
Period Covered by W	orkers' Compensation Chec	<u>k:</u>					
FROM:	20 TO :	20					
1. Amount entitled to	receive for the above period	from the State: \$					
2. Amount of Workers	s' Compensation Check:	\$	·				
Amount actually re	eceived for the above period f	rom the State (+)					
TOTAL		\$					
3. Enter the figure from	m the TOTAL Line # 2:	\$					
Enter the amount fr	om Line # 1:	(-)					
DIFFERENCE		\$	**				
** This figure represe	ents the amount that the emp	loyee IS NOT entitled to r	eceive and the				
amount that will h	e used to buy back leave. The	his also represents the amo	unt that will be				
used on							
the Request for Re	efund on Payroll.						
NOTE: The formula to	o be used to calculate the num	ber of leave hours to be rest	ored is:				
Amount from	n the DIFFERENCE Line of	#3 Hourly Rate = Hrs. to	be restored				
\$	\$=	Hours					

Additional information on Worker's Compensation

When an employee has an accident or injury on the job, his/her supervisor is responsible for filing a Form IA-1 with the Worker's Comp Division in the Personnel Cabinet. Shortly thereafter, the third party administrator, Cannon Cochran Management Services, Inc. (CCMSI) will send a letter with a Wage Statement request form attached for the payroll officer to complete and return to them. This information is used in determining what the employee will be paid by Worker's Compensation.

If the employee is on leave without pay during his/her worker's compensation period of time, the employee may keep the worker's comp check for his/her use.

Sick Leave - Workers' Compensation Form

According to 101 KAR 2:100 Section 2(12), the employee's absence due to illness or injury for which Workers' Compensation benefits are received for lost time, sick leave may be utilized to the extent of the difference between such benefits and the employee's regular salary.

To use sick leave for a Worker's Compensation injury, the employee must assign his/her Workers' Compensation check to the agency by completing a Sick Leave – Workers' Compensation form prior to receiving sick leave. This form must be signed by the employee, witnessed, and forwarded to the payroll officer for their records. The form is attached for your convenience.

If an employee has used his/her leave time during the time off from work due to illness or injury on the job, the workers' comp check that is received for that employee must be endorsed by the employee, returned to the payroll officer, and used to "buy back" the leave time used. Also, a Request for Refund should be completed using the amount indicated as the "difference" on the Worker's Comp Worksheet (copy attached). You will request a refund for the employee and the state of the social security, medicare, federal, state, local taxes, and retirement. Checks received for the employee are distributed to the employee and the checks for the state portion are deposited back into the agency's account.

The adjustment is made in Manual Pay, option 8.

06/14/2010

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE U = UPDATE D = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)

12 345

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

06/14/2010

MANUAL PAY OPTIONS

12:56:59

OPTION: 8

EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
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- 5 UPDATE FOR A LOCAL TAX REFUND
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- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

Commonwealth of Kentucky Finance Cabinet

Request for Refund on Payroll

				•			Pav	ment Type(X)	Checks M	ade Pava	able to(X)
Date								-1 Employee		State Tre	
Agency Name							Пи	on P-1 Emp. In UP	_		te Treasurer
Org. Name							. DN	on P-1 Emp.Other	☐ Emp	ployee	
Org. Code								nual Pay Adj. M	lade	-	Entered on CICS
Template	_	Unit		Ora		A		ck Number	M/D		ate
rempiate	╁	Onit		Org.	-	Activity			Memo/Re worker's compe		efund
	L										
Company#]	Period From				to			Retired Re
Last Name and I	nitis	ale				ocial Sec	urity N	lumber	Employe	o ID	employed after 9/1/08
Last Hame and H		41 0				ociai oco	unity iv	Idifibei	Litipioye	3 10	
		Amount		State Pay		Rate	,	Hours W/Pay			Grand Total
Gross		\$738.2	20	\$738.	20	- National Control		Tiodio VVII dy			\$877.56
Social Security @6.2	%	\$43.4	_			Social Secu I axable =	rity	\$701.29	Total Social Sec	urity	\$86.96
Medicare @ 1.45%		\$10.	_	\$10.	_	Medicare		\$701.29	Total Medicare		\$20.34
Federal Tax		\$75.2	_	· · · · · ·		7 1			Federal Tax		\$75.27
State Tax		\$9.8	_						State Tax		\$9.84
Local Tax	%	\$14.7	\neg			Local Taxa Code 1	able= 8-89	2% 738.20			
Local Tax	%					Local Taxa Code					
Local Tax	%			· · · · · · · · · · · · · · · · · · ·		Local Taxa Code	ibie≃	T. T. T	_		
Local Tax	%					Local Taxa Code	=eidi		1		
Local Tax	%					Local Taxa Code	iDI O =		Total Local Tax		\$14.76
Retirement		\$36.9	,1	\$ 85.	71	Name	•	KERS	Employee Retire	ment	f.26.04
Detirement Derment	_	φ30,8	"	φου.	/ 1	Wages Subj	ect= \$	738.20	Retirement Payr	nents	\$36.91
Retirement Payments	+		\dashv	*					r to aromone r dyn	1101110	
Health Insurance	\dashv		\dashv	•							
Shortfall	ᅥ		\dashv	*					Health Ins. Con Total Insurance/		
FSA	-		\dashv						Bond	- OA	
Bond	ᅱ		+	•	_				State Paid Life In	20	
State Paid Life Ins.	\dashv		\dashv		-				State Falu Lile II	15.	
Misc.	\dashv		\dashv		\dashv				-		
Misc.	\dashv		┪		\dashv				1		
Misc.	\dashv	· · · · · · · · · · · · · · · · · · ·	\dashv	 	-				-		
Misc.	\dashv		\dashv						Total Misc.		
Misc.	\dashv		\dashv	.	\dashv				Total Wilde.		*************
Net Pay		\$547.7	7	\$877.5	56						\$633.48

**Preparer's Signature

Phone Number

Date

**Authorized Agency Signature

Date

Original and 4 copies to Treasury



OPTION 8 - WORKERS COMPENSATION ADJUSTMENTS 06/15/2010 10:32:43
COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT)
ENTER CODE INDICATING EMPLOYEES COVERAGE: A
(A) SOC SEC / MEDICARE (B) MEDICARE ONLY (C) NO SOC SEC OR MEDICARE
QTR (Q) OR YTD (Y) _Y_
MASTER FILE ACCUMULATIONS:
RETIREMENT: DED NO: 04 DEDUCTION AMT:3691 EMPLOYEE SHARE DED NO: 69 DEDUCTION AMT:8571 STATE SHARE
WORKERS COMP ADJUSTMENT: _73820 (THIS IS GROSS AMOUNT FROM REQUEST FOR REFUND)
FIT WH: _7527 SOC SEC WH: _4348 SIT WH: _984 LIT WH: _1476 TOT FICA WH: 5365 MEDICARE WH: 1017
AMT USED TO TAX FILE ACCUMULATIONS: ** WHOLE % ** CALCULATE LIT STATE: 18_ LOCAL: 89 LIT WH:1476 PCT: 100 LIT TXBL:73820
STATE:LOCAL: LIT WH: PCT: LIT TXBL:
*** IF MORE THAN TWO LOCALS ARE NECESSARY PLEASE DO PAPER TRANSACTIONS *** DO SICK LEAVE BALANCE CHANGE ON POPY SCREEN B
053 RECORD READY FOR UPDATE PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE MODE: A

The figures for this adjustment will come from the Request for Refund on Payroll prepared when an employee "buys back" time used while on worker's compensation leave. Make certain you return the employee's leave on the B screen. This transaction reduces the employee's taxables and retirement contributions. Please see page 2.4 of the manual for information on determining leave time buyback. Please refer to page 7.34 of the manual for a Worker's Comp Example.

QUARTERLY EMPLOYEE HISTORY FILE 06/14/10 PEUPPYP2 (CONTROL TOTALS BY COMPANY/SSN) REPORT DATE-AGENCY 12345 TIME: 14.47.05

13296

REPORT P128 PAGE NUMBER-

547.7788888888888 911234945 CHECK NO. 911203350 380.868888888888 911489719 911266764 911298421 911330141 911361954 911393897 PΑY 778.59 806.67 785.97 894.73 785.97 785.97 799.77 785.97 785.97 785.97 9475.67 Ä FLEX-SPEND CAFE PLAN EMP RETIR DEF COMP OTHER DED -129.1920.00 220.00 58.05 56.48 56.48 56.48 56.48 -36.9157.52 0.00 56.48 55.92 631.01 37 1062.46 1062.46 89 1022.46 1062.46 17.83 1229.70 1229.70 1229.70 1229.70 1229.70 1229.70 1062.46 1062.46 1062.46 1062.46 1062.46 1062.46 1062.46 1062.46 1073.09 LOCAL TX S.S. TAX MEDICARE S.S. TXBL MEDI TXBL 9534.52 591.14 23.01 22.59 22.59 22.59 22.59 -14.76 25.89 23.22 22.37 -29.52200.73 123 456 789 00 30.83 22.37 40.48 30.78 31.40 31.40 31.40 31.40 9.84 32.55 33.13 -19.6831.40 306,31 END DATE GROSS PAY FED. TAX STATE TX 1118.38 124.79
1118.38 1042.46
1118.38 1042.46
1118.38 1042.46
1160.95 1082.90
1129.57 1053.09
1129.57 131.04
1129.57 131.04
0.00 702.97
0.00 702.97
0.00 1129.57
0.00 1129.57
0.00 1129.57
0.00 1129.57
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Workers' Compensation

Example: 1

In this example, the employee is entitled to receive \$1500.00 for the payperiod from the State. The amount of the workers' comp check is \$850.00. There were 75.00 hours in the payperiod and the employee used his own leave for the 75.00 hours. After completing the workers' compensation worksheet, we see the amount the employee is not entitled to receive and the amount that will be used to buy back leave time is \$850.00. This also represents the amount that will be used on the Request for Refund on Payroll (see the workers' comp adjustment in the manual pay examples for Opt 8).

In order to find the hourly salary for the employee for this payperiod, we divide his semi-monthly salary of \$1500.00 by 75.00 hours and determine that his hourly salary is \$20.00. We then divide the \$850.00 by \$20.00 and see that he will be restored 42.50 hours of his leave.

If the employee had used more than one leave type, for example, 25.00 hours of sick, 35.00 hours of annual and 15.00 hours of compensatory leave we would calculate his leave restoral as below:

25.00 hours of sick divided by 75.00 hours in total payperiod is approximately 33%.

35.00 hours of annual leave divided by 75.00 hours in total payperiod is approximately 47%.

15.00 hours of compensatory leave divided by 75.00 hours in total payperiod is approximately 20%.

He is being restored 42.50 hours of leave. 33% of that 42.50 hours for sick leave equals 14.00 sick leave restored.

47% of that 42.50 hours for annual leave equals 20.00 hours annual leave restored.

20% of that 42.50 hours for compensatory leave equals 8.50 compensatory leave restored.

14.00 plus 20.00 plus 8.50 equals 42.50 hours of leave restored.

WORKERS' COMPENSATION

WORKSHEET

COMPANY # 12-345 ORG. #:	
NAME John Smith	SSN: 123-45-6789
Period Covered by Workers' Compensation Check:	
FROM: Jan 1 20 10 TO: Ja	20 10
1. Amount entitled to receive for the above period from	n the State: \$ 1500.00
2. Amount of Workers' Compensation Check:	\$ 850.00
Amount actually received for the above period from	the State (+) /500.00
TOTAL	\$ 2350.00
3. Enter the figure from the TOTAL Line # 2:	\$ <u>2350.00</u>
Enter the amount from Line # 1:	(-) <u>1500.00</u>
DIFFERENCE	\$ 850.00 **
** This figure represents the amount that the employe	ee IS NOT entitled to receive and the
amount that will be used to buy back leave. This a	also represents the amount that will be
used on	
the Request for Refund on Payroll.	
NOTE: The formula to be used to calculate the number	of leave hours to be restored is:
Amount from the DIFFERENCE Line of # 3	Hourly Rate = Hrs. to be restored
\$ 850.00 ÷\$ 20.000 = 4	2.50 Hours
•	

Workers' Compensation

Example 2:

In this example, the employee is entitled to receive \$1500.00 for the payperiod from the State. The amount of the workers' compensation check is \$850.00. There were 75.00 hours in the payperiod and the employee makes \$20.00 per hour and had 20.00 hours of leave to use and was paid \$400. The rest of the payperiod was coded as 55.00 hours of leave without pay. After completing the workers' compensation worksheet, we see the amount the employee is not entitled to receive and the amount that will be used to buy back leave time is \$250.00. This also represents the amount that will be used on the Request for Refund on Payroll (see the workers' comp adjustment in the manual pay examples for Opt 8). This means that the employee is entitled to receive \$600.00 of the workers' compensation check. The agency sends the workers' compensation check to the employee to endorse. The agency has the option to either let the employee cash the workers' compensation check and return by money order, certified check, or personal check the \$250.00; or, the agency can have the employee endorse the check, return the check to the agency, the agency deposit the check into agency funds and the payroll officer complete a SAS27 paying the employee the \$600.00 due him from the workers' compensation check. The request for refund on payroll of the \$250.00 still must be completed so that the employee receives the social security, medicare, local taxes, and retirement due him. If the check is a large amount we suggest you figure federal and state taxes also.

The employee makes \$20.00 per hour. On the workers' compensation worksheet, we show that \$250.00 divided by \$20.00 equals 12.50 hours of leave to be restored to the employee.

WORKERS' COMPENSATION

WORKSHEET

COMPANY# 12-345 ORG.#:	
NAME John Smith ssn: 12	3-45-6789
Period Covered by Workers' Compensation Check:	
FROM: Jan 1 2010 TO: Jan 15	2010
1. Amount entitled to receive for the above period from the State:	\$_1500.00
2. Amount of Workers' Compensation Check:	\$ 850.00
Amount actually received for the above period from the State	(+) 400.00
TOTAL	\$ 1950.00
3. Enter the figure from the TOTAL Line # 2:	\$_ <i>1250.00</i> (-)_ <i>1500.00</i>
Enter the amount from Line # 1:	
DIFFERENCE	\$ 250.00 **
** This figure represents the amount that the employee IS NOT	entitled to receive and the
amount that will be used to buy back leave. This also repres	ents the amount that will be
used on	
the Request for Refund on Payroll.	•
NOTE: The formula to be used to calculate the number of leave ho	ours to be restored is:
Amount from the DIFFERENCE Line of #3 Hourly	Rate = Hrs. to be restored
\$ <u>250.00</u> - \$ 20.000 = 12.50	Hours

Workers' Compensation

Example: 3

In this example, the employee is entitled to receive \$1500.00 for the payperiod from the State. The amount of the workers' comp check is \$850.00. There were 75.00 hours in the payperiod and the employee makes \$20.00 per hour but had no leave time he could use OR chose NOT to use his leave time. He will receive the entire workers compensation check for his own use. He will be on leave without pay for the 75.00 hours in this payperiod.

No request for refund will need to be completed. The employee does not receive a paycheck from the agency for this time period.